



#job #opportunity #PhnomPenh #data #reporting #collection #administrator #EverydayHero

## MEL Manager

### HELLO FROM MITH SAMLANH



Are you looking to start your career in MEL (Monitor, Evaluation, and Learning) in a dynamic working place? Do you enjoy learning new things and are you up for a challenge? Would you like to use your M&E skills in supporting our teams to save lives and build futures of children & youth?

If you answered 'yes' then you may just be the person we need.

What about these? Think you'd fit?

- You are able to supervise the data collection and reporting system ensuring it operates in line with Mith Samlanh's values, missions and strategic objectives
- You will work with managers to develop and update monitoring tools for all projects to keep track of their progress and facilitate project reviews on a quarterly basis
- You can conduct regular comprehensive site visits to ensure data validation and consistency across the projects  
You will coordinate and provide support to project staff in project implementation to ensure effective planning and monitoring of activities
- You can prepare descriptive and analytical periodic reports on a monthly, quarterly and annual basis for donor, government and internal reports, both in Khmer and English in collaboration with project managers
- You can provide support in analysing data and conducting project assessments when need it

### APPLICATION INFORMATION

We are changing the way support is provided to people by giving them the resources, training and mentoring so that they can start their own businesses or find a job they love. This is your opportunity to join our Employment team and work with young people and adults so they can build their futures! You could be supporting learning on a range of exciting topics such as communications, team work and creativity. We would someone to engage with employers and support them to find job seekers who match with their vacancies. You will be working on preparing business plans so young people can start their ventures. You'll also be working together with a multicultural Friends' teams and partners across Southeast Asia.

Sounds good? AWESOME! Please email your CV now [hr@mithsamlanh.org](mailto:hr@mithsamlanh.org) and let's talk more.

All applicants will undergo an extensive background check in compliance with our Child/Beneficiary Protection Policy and PSEA Policy.

*Friends team*